

Please check with a Zoning Officer (434-455-3900) and/or the Inspections Division (434-455-3910) **before** the HPC meeting to ensure that your project meets the applicable zoning regulations.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

Historic Preservation Commission (HPC)

Department of Community Planning & Development

City Hall, 900 Church Street, P.O. Box 60

Lynchburg, Virginia 24505

Phone: 434-455-3900 FAX: 434-845-7630

Location of property to be altered (street address): _____

Applicant: _____

Are you the: _____ Owner? _____ Potential Owner? _____ Representative?

Applicant Address: _____

Telephone: _____ **E-mail:** _____

Property Owner's Name: _____

Property Owner's Address: _____

Telephone: _____ **E-mail:** _____

Nature of Request (Check One in Category A & One in Category B):

A. _____ Alteration _____ Demolition _____ New Construction

B. _____ Building _____ Object - Specify _____

Please give a detailed description and justification for alteration, demolitions, or new construction: (This form must be accompanied by the necessary drawings, material samples, photographs, plans, and other materials deemed appropriate to the request.) _____

(OVER)

What materials have been provided?

_____ Building Plans _____ Site Plans _____ Material Samples
_____ Photographs _____ Paint Samples _____ Others: _____

The work authorized by the Certificate of Appropriateness shall be completed within twelve (12) months of the date of issuance of the Certificate of Appropriateness, unless, for good cause shown, the HPC determines that a longer period is warranted.

Do you foresee a problem with completing the work within twelve (12) months? _____

If yes, please explain. _____

Is there any application relevant to this property before the City Planning Commission, City Council, Building Inspector, Board of Zoning Appeals, or any Regulatory or Administrative Authority (VDHR or the Secretary of the Interior): _____

If So, Please Specify: _____

Who will represent the applicant before the HPC? (This person should have the authority to commit applicants to make changes that may be suggested by the HPC.)

Name: _____

Address: _____

Telephone: _____ E-mail: _____

Signature of Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

(This application and all supporting documentation must be submitted to the Secretary of the HPC (see address on the first page) at least fourteen (14) days prior to the HPC meetings held on every 3rd Monday of the calendar month, at 3:45 p.m. in City Hall, second floor Training Room.)

INSTRUCTIONS FOR A *CERTIFICATE OF APPROPRIATENESS*

Historic Preservation Commission
City of Lynchburg

PURPOSE:

Within a Historic District, no building or structure, including signs and non-contributing buildings and structures, can be erected, reconstructed, restored, demolished, or altered in any way that affects the external appearance of the building or structure without a *Certificate of Appropriateness* (COA). Other items needing a COA include roof work, chimneys, fences, and walls, which must be approved by the HPC or its Secretary as being architecturally compatible with the historic landmark, building or structure.

A building or demolition permit will not be issued concerning the erection, reconstruction, alteration, or demolition of a property until the HPC or its Secretary approves a COA for the proposed changes.

The major function of the HPC is to review all proposed exterior modifications of any kind within a Historic District, and to determine whether or not these proposed changes will fit in with the surrounding area. The most important reason for the existence of the HPC is to insure that Lynchburg does not needlessly lose its historic and architectural past.

MINOR ACTIONS:

Certain minor actions, which are deemed not to permanently affect the character of the Historic District may be exempted from review by the HPC. In these cases, the Secretary of the HPC has the authority to administratively approve COAs the same day of application. Such actions include the following and any similar actions, which in the opinion of the Secretary, will have no more effect on the character of the district than those listed:

- ▶ Repainting (Initial painting of masonry surfaces is not exempt from HPC review.)
- ▶ Adding or deleting storm windows and doors, window gardens, awnings, temporary canopies, or similar structures, window air conditioners, and similar items
- ▶ Adding or deleting television or radio antennas, skylights, or solar collectors in locations not visible from a public street
- ▶ Repairing using like materials and like designs

HPC ACTIONS

Applications are due fourteen (14) working days prior to the meeting. The HPC meets on the third Monday of each month. After the HPC reviews the proposed alteration, the applicant will be given the HPC's verbal decision at the meeting and, if approved, may apply for a building permit that same day. If the proposed alteration is denied by the HPC, a revised application may be submitted and is due ten (10) working days prior to the HPC meeting. Written COA approval or denial will be mailed within thirty (30) days after the HPC meeting.

FOR MORE INFORMATION PLEASE CONTACT:

The Secretary to the Historic Preservation Commission
Department of Community Planning and Development
City Hall
900 Church Street; PO Box 60
Lynchburg, Virginia 24505
Phone: 434-455-3894
Fax: 434-845-7630
annette.chenault@lynchburgva.gov